



## **COUNTY OF SAN DIEGO**

Leon L. Williams San Diego County Human Relations Commission

### **Agenda Item**

**Date:** July 20, 2020

**4**

**To:** Leon L. Williams San Diego County Human Relations Commission

**Subject:**

#### **INTRODUCTION OF COMMISSION MEMBERS AND STAFF SUPPORTING COMMISSION**

##### **Overview**

This Agenda item provides time for the Commission Members to introduce themselves in their own personal way to their colleagues.

The Interim Chair and Interim Vice-Chair ask Commission Members to spend up to three (3) minutes introducing themselves and provide the following for guidance about what you may want to include:

- Examples of community work;
- Experience in the community;
- What you are passionate about;
- Share a personal bit of information about yourself;
- Share any demographic information you would like others to know about yourself;
- Provide a fun fact about yourself.

Staff supporting the Commission will also introduce themselves.

##### **Originating Department**

Office of Ethics and Compliance

##### **Contact Person(s):**

Claudia Silva

Office of Ethics and Compliance

(619) 531-5174



## **COUNTY OF SAN DIEGO**

**Leon L. Williams San Diego County Human Relations Commission**

### **Agenda Item**

**Date:** July 28, 2020

**5**

**To:** Leon L. Williams San Diego County Human Relations Commission

**Subject:**

**DEMOGRAPHIC INFORMATION OF MEMBERS AND OF COUNTY  
GENERALLY**

#### **Overview**

During the July 14, 2020 Commission meeting, staff was asked to provide demographic information of the Commission and of the County. This information was sought to provide context when considering nominations by the Commission. That information will be provided to the Commission for their use and reference via a Power Point presentation.

#### **Originating Department**

Office of Ethics and Compliance

#### **Contact Person(s):**

Claudia Silva

Office of Ethics and Compliance

(619) 531-5174



## **COUNTY OF SAN DIEGO**

Leon L. Williams San Diego County Human Relations Commission

### **Agenda Item**

**Date:** July 28, 2020

**7**

**To:** Leon L. Williams San Diego County Human Relations Commission

**Subject:**

#### **BROWN ACT PRESENTATION**

##### **Overview**

A brief Brown Act overview was provided at the July 14, 2020 meeting. Commission members expressed a need for more foundational information and training so that the members are aware of the rules that govern them and their actions. Today, additional Brown Act training is being presented by Chief Deputy Rachel Witt. This item is estimated to take 45 minutes.

##### **Originating Department**

Office of County Counsel

##### **Contact Person(s):**

Rachel Witt, Chief Deputy County Counsel  
(619) 531-4860



## **COUNTY OF SAN DIEGO**

**Leon L. Williams San Diego County Human Relations Commission**

### **Agenda Item**

**Date:** July 14, 2020

**G.3.**

**To:** Leon L. Williams San Diego County Human Relations Commission

**Subject:**

#### **ADOPTION OF INTERIM BYLAWS**

##### **Overview**

Pursuant to Board of Supervisors Resolution 20-054 establishing the Leon L. Williams San Diego County Human Relations Commission (Commission), the Commission prepares and adopts the rules and regulations for the conduct of their business. Because the full Commission has not yet been seated, staff recommends the Commission adopt interim bylaws. Once a full Commission has been seated, the Commission will formally adopt bylaws which will be submitted to the Board of Supervisors for approval.

These interim bylaws include a section for the duties of the Commission, which is required by Board Policy A-74. Resolution 20-054 also requires "[o]nce the full Commission has been appointed and confirmed by the Board, Commission members shall create the duties and responsibilities. . .within ninety (90) days after formation and approved by the Board of Supervisors." (Resolution No. 20-054, Section 9.) As the "duties and responsibilities" will be part of the bylaws but cannot yet be prepared, interim bylaws will provide provisions for the conduct of Commission business. Once a full Commission has been seated, the "duties and responsibilities" will be placed on the Agenda for the Commission and upon adoption, will become part of the bylaws and forwarded to the Board of Supervisors for approval.

Staff has prepared interim bylaws for the Commissions consideration. The bylaws are based upon the Resolution establishing the Commission and Board Policy A-74.

**Action Item:**

Approve the interim bylaws.

**Attachments**

Interim Bylaws

**Board Policies Applicable**

Board Policy A-74

**Originating Department**

Office of Ethics and Compliance

**Contact Person(s):**

Claudia Silva

Office of Ethics and Compliance

(619) 531-5174

INTERIM BYLAWS OF THE  
HUMAN RELATIONS COMMISSION, LEON L. WILLIAMS SAN DIEGO COUNTY

Date Adopted: July 14, 2020

ARTICLE I – PURPOSE AND AUTHORITY

- Section A           The legal authority for the establishment and operations of the Leon L. Williams San Diego County Human Relations Commission (Commission) is set forth in the resolution of the Board of Supervisors establishing the Leon L. Williams San Diego County Human Relations Commission: Resolution No. 20-054, on May 19, 2020 (26).
- Section B           The purpose of the group is to promote positive human relations, respect, and the integrity of every individual regardless of gender, religion, culture, ethnicity, sexual orientation, age, or citizenship status.
- Section C           The Commission is a non-partisan, non-sectarian, non-profit making organization. It does not take part officially in, nor does it lend its influence to any political issues.
- Section D           Commissions are advisory to the Chief Administrative Officer and the Board of Supervisors.
- Section E           In anticipation of the full Commission being nominated and confirmed by the Board of Supervisors, these interim bylaws are set forth herein.

ARTICLE 2 - MEMBERSHIP AND TERM OF OFFICE

- Section A           (1)     The Commission shall consist of thirty-one (31) voting members authority who reside in the County of San Diego, appointed as follows:
- (a)     District Attorney or designee,
  - (b)     Sheriff or designee,
  - (c)     Jewish Family Services designee,
  - (d)     The San Diego LGBT Community Center designee,
  - (e)     International Rescue Committee designee.
  - (f)     San Diego Rapid Response Network designee.
  - (g)     Southern California Tribal Chairmen's Association designee.
  - (h)     The San Diego Chapter of the Black Political Association of California,
  - (i)     Asian Pacific Islander representative who shall be appointed by the Union of Pan Asian Communities, Asian Business Association and San Diego API Coalition,
  - (j)     Seven (7) Commission Nominees; and.
  - (k)     Each member of the Board shall nominate three (3) Commissioners, at least one of whom shall be a youth (age 16-24).

- (2) Each Commission nomination shall:
  - (a) Consider all applications received at least two weeks before appointment,
  - (b) Attempt to nominate members of the community to create a Commission that is reflective of the demographics, diversity, and culture of San Diego County, including, comprehensive representation of age, gender, socioeconomic status, ethnic background, culture, religion, sexual orientation, and geographical distribution, and;
  - (c) Consider the prospective Commissioner's knowledge and awareness of the problems and causes of intergroup tension and conflict. Prospective members shall have demonstrated a commitment to fostering better human relations in San Diego County.

Section B                      The Commission is limited to thirty-one (31) voting members in accordance with the establishing authority.

Section C                      The terms of office as set forth in the establishing authority are as follows:

- (1) Commissioners 1 – and 2 shall serve ex-officio.
- (2) Commissioners 3-9 shall serve at the pleasure of the person or organization so designated.
- (3) Commissioners listed 10-16 shall serve a two-year term and until their successor has been appointed and qualified.
- (4) Each Commissioner nominated by a Supervisor shall serve a term which shall run concurrently with the term of their nominating Supervisor.

Section D                      A vacancy shall be recognized before the expiration of the term upon the occurrence of any of the following:

- (1) The death of the incumbent.
- (2) The resignation of the incumbent.
- (3) Removal at the pleasure of the appointing or nominating authority.
- (4) Ceasing of the incumbent to be a resident of the County of San Diego.
- (5) Incumbent's absence from more than one-third of the regularly scheduled meetings in any 12 months or three consecutive regular meetings. When a vacancy occurs as the result of missing one-third of regularly scheduled meetings in one 12-month period or three consecutive regular meetings, both the member and the appointing Supervisor shall be notified of the vacancy by the Chairperson.
- (6) Vacancies shall be filled by the applicable nominating or appointing authority specified in Membership Composition.

### ARTICLE III - DUTIES AND RESPONSIBILITIES

Section A Once the full Commission has been appointed and confirmed by the Board, Commission members shall create the duties and responsibilities by a simple majority vote within ninety (90) days.

### ARTICLE IV – OFFICERS

Section A The Commission shall select from its membership an Interim Chairperson and an Interim Vice-Chairperson who will serve in this capacity until the Commission nominees are confirmed by the Board of Supervisors and then the selection of the Chairperson and Vice-Chairperson occurs. Thereafter, the Commission shall select annually from its membership a Chairperson and a Vice-Chairperson and any other officers it deems necessary.

Section B The Commission shall prepare and adopt the necessary rules and regulations for the conduct of its business. These rules and regulations are to be approved by the Board of Supervisors.

Section C If an office is vacated, the Chairperson will temporarily appoint a member of the Commission to fill the vacancy until a new officer is elected. Such election shall be held within 30 days of the vacancy.

Section D The Chairperson provides general supervisory guidance to the Commission and presides over its meetings. The Chairperson assigns coordinating duties to the Vice-Chairperson as necessary. The Chairperson is the sole official spokesperson for the Commission unless this responsibility is delegated in writing.

Section E In the absence of the Chairperson, the Vice Chairperson assumes the duties and responsibilities of that office.

Section F The Secretary, or assigned staff, records the minutes of all Commission meetings and handles committee correspondence. The Secretary keeps the roll, certifies the presence of a quorum, maintains a list of all active representatives, and keeps records of actions as they occur at each meeting. It is the responsibility of the County staff assigned to the Commission to assure that posting of meeting notices in a publicly accessible place for 72 hours prior to the committee meeting occurs, to keep a record of such posting, and to reproduce and distribute the Commission notices and minutes of all meetings.

### ARTICLE V - SUBCOMMITTEES

Section A The Commission may appoint committees to carry out the functions and duties of the Commission. Any committee appointed shall consist of not fewer than three members, including at least one Commission member. The actions and recommendations of committees shall not be deemed the action of the Commission and shall in no way bind the Commission or its members. The committee shall cease to exist on completion of its assignment.

Section B All meetings of committees, including ad hoc committees, shall be open and public and all persons shall be permitted to attend.

Section C The location of committee meetings, including those of any ad hoc committees, shall be determined with consideration for equal and fair access for persons residing in all areas of the County, and for geographical, social or economic interest in matters to be considered at a particular meeting.



## ARTICLE VI - MEETINGS

- Section A Robert's Rules of Order govern the operation of the Commission in all cases not covered by these by-laws. The Commission may formulate specific procedural rules of order to govern the conduct of its meetings.
- Section B Any group voting is on the basis of one vote per person and no proxy or absentee voting is permitted.
- Section C The Commission shall be subject to the Ralph M. Brown Act. The location of Commission meetings shall be determined with consideration for equal and fair access for persons residing in all areas of the County, and for geographical, social or economic interest in matters to be considered at a particular meeting.
- Section D A majority of the members currently appointed shall constitute a quorum and shall carry any motion ("majority vote").
- Section E The Commission shall keep written minutes of its meetings, a copy of which shall be filed with the Clerk of the Board and posted onto the Commission's webpage if one is established.
- Section F The Commission shall adopt a regular meeting schedule and shall give public notice of the time and place of meetings. The Commission shall adopt a regular meeting schedule for each calendar year prior to the commencement of that year. Within 15 days of adoption, the meeting calendar will be available for viewing by the public on the Commission's website if established.

## ARTICLE VII - ADDITIONAL PROVISIONS

- Section A The Commission may benefit from the services of volunteer workers and volunteer consultants who serve without compensation or reimbursement of expenses. Service from an individual as a volunteer worker or volunteer consultant shall not be considered as service for or employment by the County.
- Section B Members of the Commission shall receive no compensation.
- Section C Ethics training ensures that Commission members uphold the highest standards of ethics while serving on the body and as officers of the County of San Diego. All members of the Commission shall complete the Fair Political Practices Commission training titled AB 1234 Local Ethics Training provided by the Office of the Attorney General within six (6) months of confirmation to the Commission. Commission members who have current AB 1234 Local Ethics Training completed shall provide the certificate of proof of training to the Director of the office or department providing the staff support to the Commission. All members of the Commission must complete the Local Ethics Training every two (2) years thereafter on a rolling basis and submit the proof of training to the Director office or department providing the staff support to the Commission. Section D The Commission may, with the approval of the Board of Supervisors, apply for donations, grants, or other funding from public or private sources to provide for program costs of the Commission.
- Section E The Commission may amend these bylaws as needed upon a majority vote. Amendments are to be approved by the Board of Supervisors.

Section F

No statements shall be made, or action by any Commission member on behalf of or in the name of the Commission unless specifically authorized by the Commission.

Section G

The contact person for the Committee is as follows:

Claudia Silva

Office of Ethics and Compliance

Mail Stop: A-6

(619) 531-5174





## **COUNTY OF SAN DIEGO**

Leon L. Williams San Diego County Human Relations Commission

### **Agenda Item**

**Date:** July 28, 2020

**8**

**To:** Leon L. Williams San Diego County Human Relations Commission

**Subject:**

#### **BYLAWS OVERVIEW**

##### **Overview**

The Commission adopted interim bylaws at its last meeting. These interim bylaws provide the interim framework for the Commission until final bylaws are approved.

Commission members expressed a need for foundational information and training so that the members are aware of the rules that govern them and their actions. Today, we will provide an overview of the interim bylaws.

##### **Attachment(s)**

Commission Memo July 14, 2020 (G.3.)

Interim Bylaws

##### **Originating Department**

Office of Ethics and Compliance

##### **Contact Person(s):**

Claudia Silva

(619) 531-5174

COUNTY OF SAN DIEGO BUDGET OVERVIEW



**Ebony Shelton**  
Deputy CAO/Chief Financial Officer  
August 2020

## Budget Process Overview

- **Developing the Operational Plan**
  - County Financial Planning and Budgeting Environment
  - Budget Decision Making Phases
- **County Budget**

# Core Services

## State Programs

- Examples: social service assistance, health programs, foster care, adult protective services

## Regional Services

- Examples: detention facilities for youth and adults, criminal prosecution, elections, tax assessment and collection, food and restaurant inspections, beach water monitoring

## Municipal Services in Non-City Communities

- Examples: law enforcement, libraries, parks, roads, land use zoning





# DEVELOPING THE OPERATIONAL PLAN



# Planning and Budgeting Environment



# Operational Plan

- The Operational Plan is the resource allocation component of the County's General Management System. It seeks to document and communicate to the public:
  - How the County plans to use its resources to achieve the goals laid out in the Strategic Plan and provide services to County residents; and
  - The work the County has accomplished in the previous fiscal year.
- Developed based on recommendations made by the Chief Administrative Officer

# Developed in Accordance with State Law

County Budget Act (Gov Code 29000-29144)

## **Recommended Budget**

- Guidelines for Revisions

## **Adopted Budget**

- Hearing and Notice Requirements

## **Amended Budget**

- Amendments after adoption including vote requirements

# Decision Making Phases

## Recommended Budget

- Budget Document Available Monday, July 20, 2020

## Public Hearings

- Start: Monday, August 10, 2020 at 9am
- Completion: Wednesday, August 19, 2020 at 5pm
  - Evening Hearing: Wednesday, August 12, 2020 at 5:30 pm

## Adopted Budget

- Revisions to Recommended Budget Available Friday, August 21, 2020
- Deliberations and Adoption Tuesday, August 25, 2020 at 2pm

# Key Financial Policies

- A-136: Use of County of San Diego General Management System for Administration of County Operations
- A-87: Competitive Procurement
- B-29: Fees, Grants, Revenue Contracts – Department Responsibility for Cost Recovery
- B-65: Long-term Financial Obligations and Management Policy
- G-16: Capital Facilities and Space Planning
- Government Code § 29009: Balanced Budget Requirement
- Administrative Code Section 113.4: Fund Balances and Use of One-Time Revenues

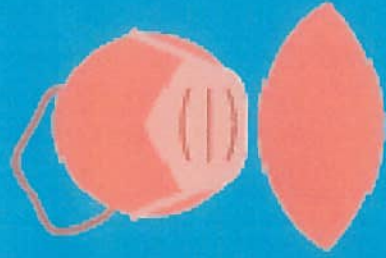


**FY 20-21  
RECOMMENDED  
BUDGET**





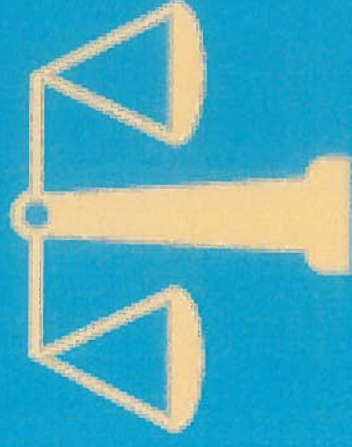
# Operating Environment



**COVID-19  
RESPONSE**



**ECONOMIC  
IMPACT**



**EQUITY**



## Budget Strategy

Deployed a multifaceted strategy to address major revenue shortfalls and expenditure needs in FY 2020-21:

- Spending available one-time funds including the County's General Fund Reserve, restricted/committed funds, and from balances outside of the general fund
- Slowing down or stopping non-essential services and projects where feasible
- Service reductions

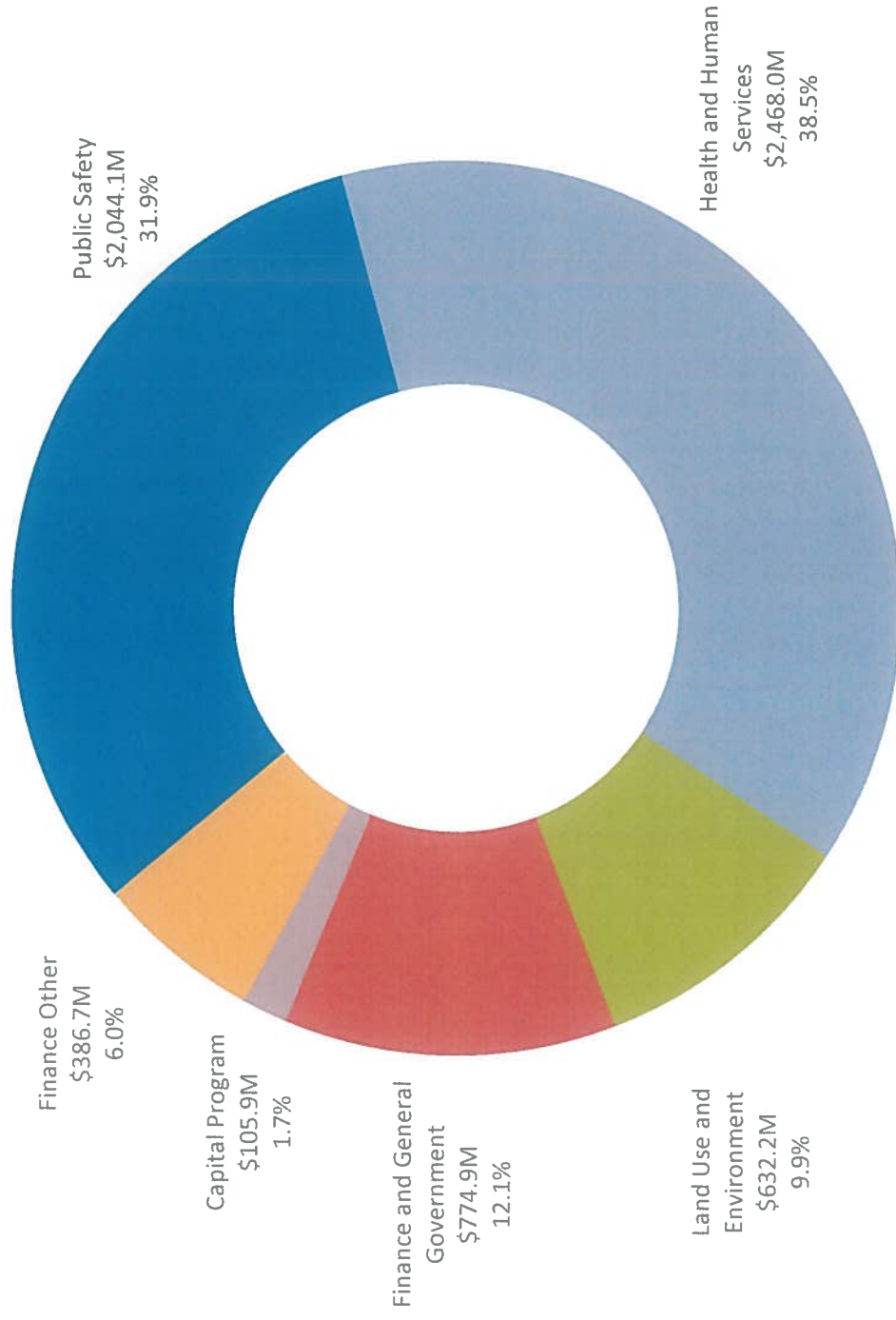


# Total Appropriations by Group/Agency

FY 2020-21 Recommended Budget

**\$6.41 billion**

*Increase \$159.2M or 2.5%*

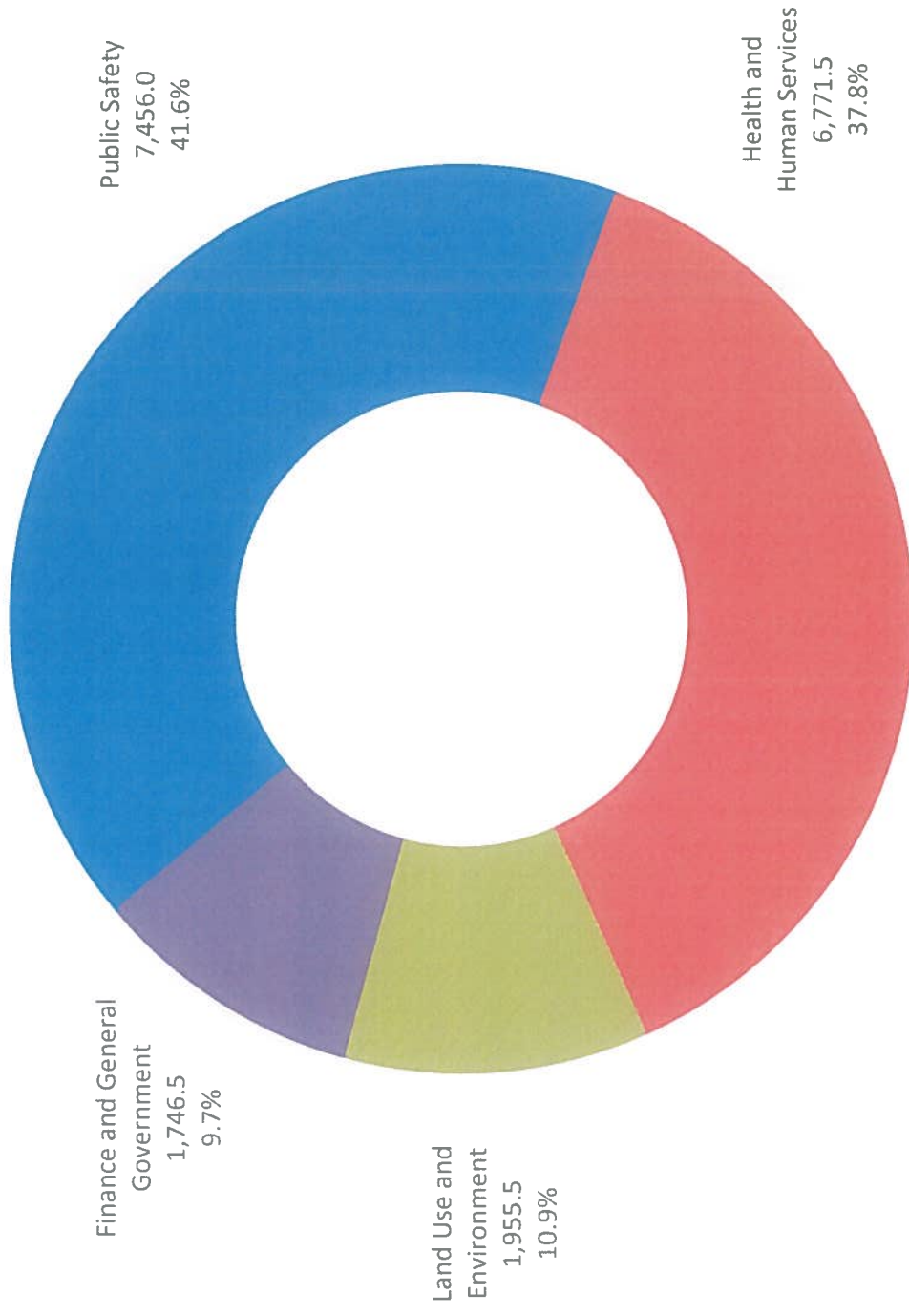


# Total Staffing by Group/Agency

FY 2020-21 Recommended Budget

Total Staffing: 17,929.5 Staff Years

*Decrease 95.0 or -0.5%*



<sup>1</sup>One staff year is equivalent to one permanent employee working full-time for one year.

# Funding Sources

## Program Revenue

- Funds Specific Programs
- State and federal funding for entitlement and other mandated programs
- Restricted in use
- Makes up the bulk of County's revenue

## General Purpose Revenue

- Funds Most Regional Law Enforcement, and General Government Services
- Primary source of discretionary funding
- Property tax makes up the bulk
- Other sources include unincorporated area sales tax, vehicle license fees, transient occupancy tax, real property transfer tax, and other miscellaneous revenues

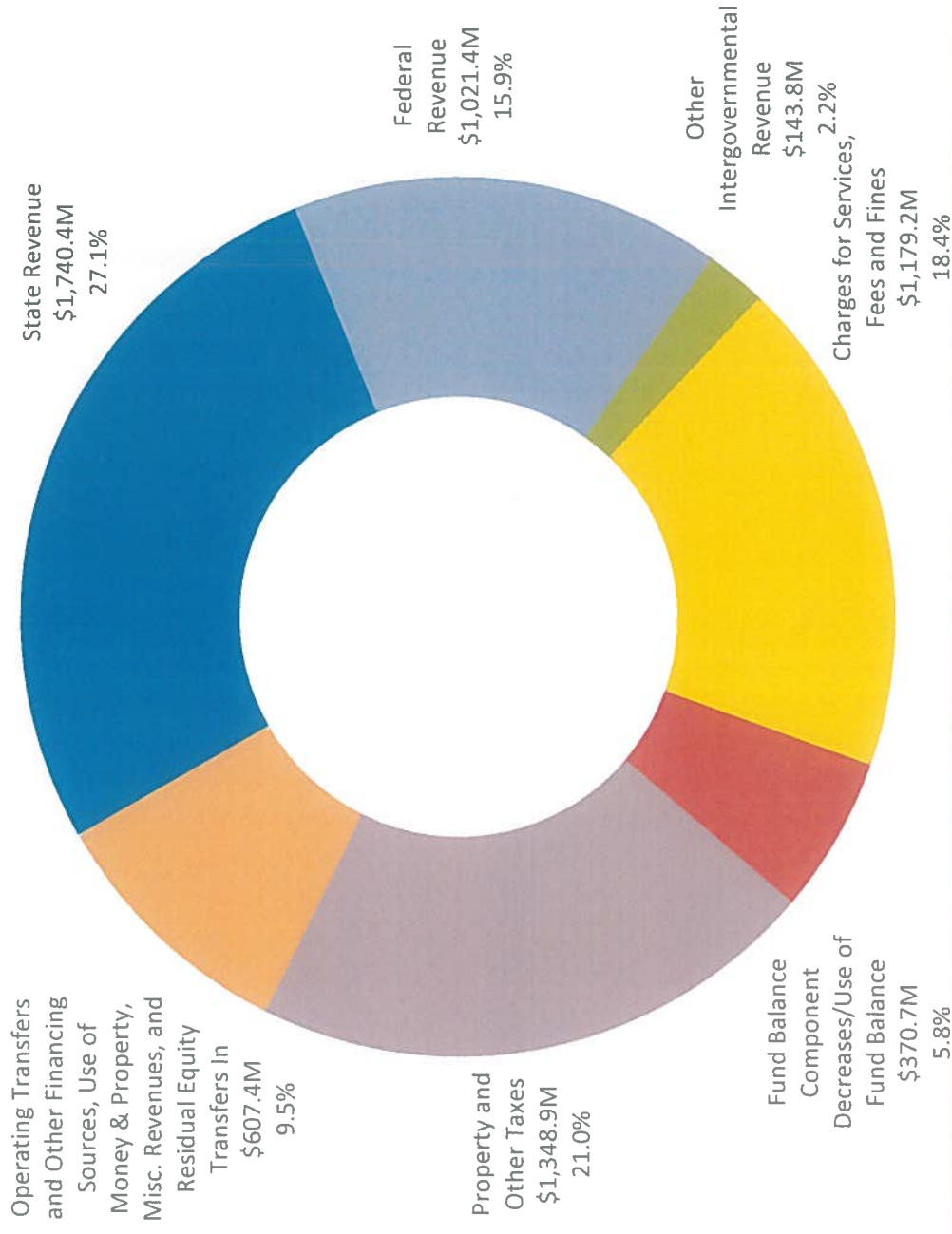
## Fund Balance

- A one-time resource used for one-time expenses and to mitigate unexpected events or requirements. By nature, not suitable to fund ongoing operations.

# Budget by Category of Revenue

## Recommended Budget

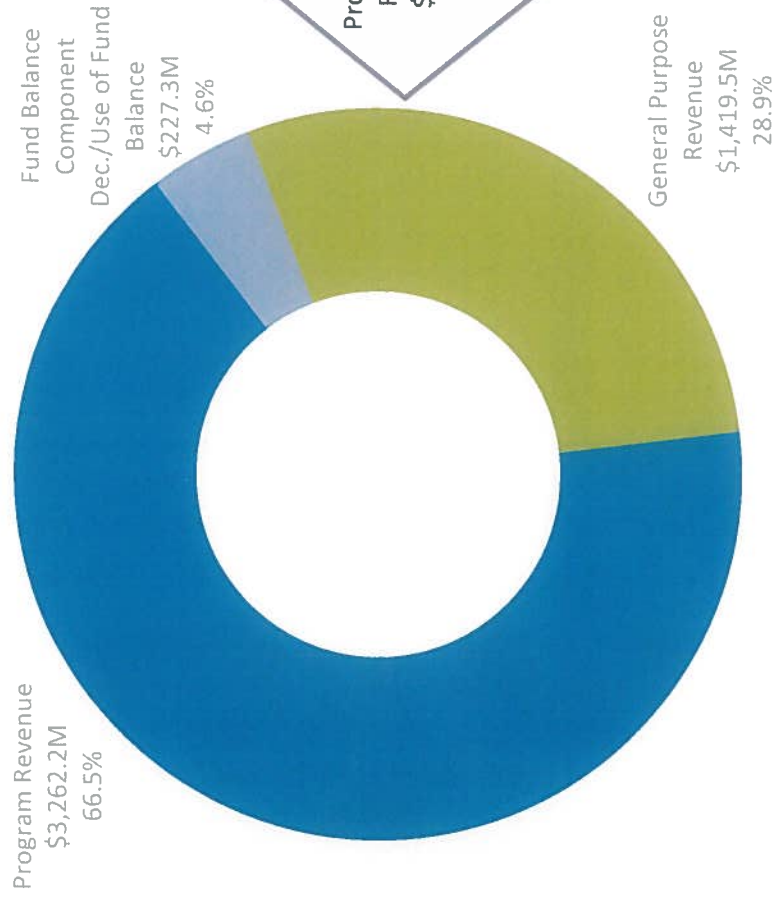
Fiscal Year 2020-21: \$6.41 billion



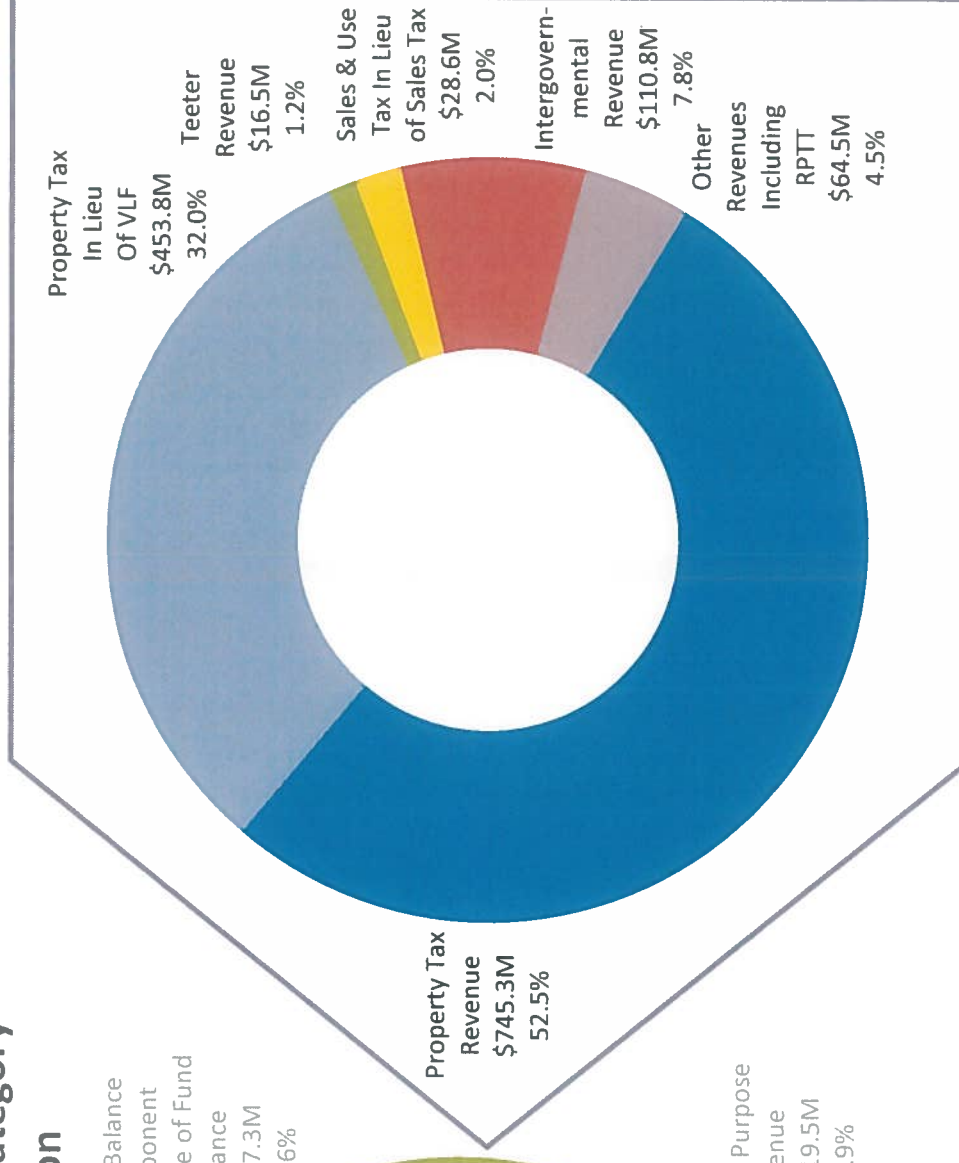


# General Purpose Revenue

**General Fund Financing Sources by Category**  
Fiscal Year 2020-21: \$4.91 billion



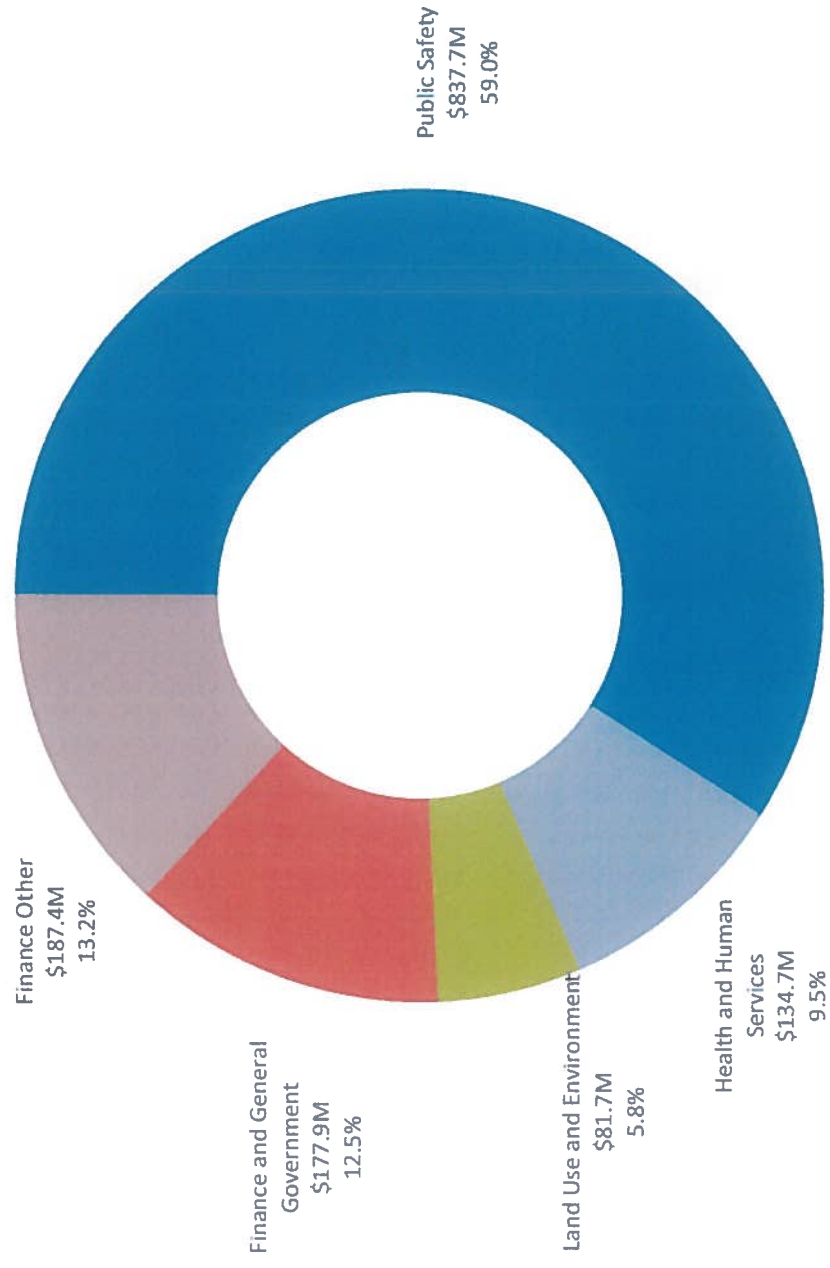
**General Purpose Revenue by Source**  
Fiscal Year 2020-21: \$1,419.5 million



# General Purpose Revenue

## General Purpose Revenue Allocations by Group/Agency

Fiscal Year 2020-21: \$1,419.5 million



# General Fund Status

## Comprehensive Annual Financial Report (in thousands)

Balance Sheet, Governmental Funds – General Fund	Fiscal Year 2017-18	Fiscal Year 2018-19
Fund Balances		
Nonspendable	22,747	47,019
Restricted	319,782	608,729
Committed	796,086	637,450
Assigned	480,063	418,718
Unassigned:	688,449	712,149
<i>General Fund Minimum Reserve*</i>	<i>623,322</i>	<i>646,401</i>
<i>Available Unassigned</i>	<i>65,127</i>	<i>65,748</i>
Total Fund Balances	\$2,307,127	\$2,424,065

\*San Diego County Administrative Code Sec 113.1 requires that a portion of Unassigned General Fund fund balance equal to 16.7% of audited General Fund expenses be maintained as a General Fund Reserve

\*\*Fiscal Year 2019-20 estimate unaudited

Source: County Auditor and Controller

# General Fund Status Update

	(in millions)
Unassigned Fund Balance as of June 30, 2019	712.1
Less: FY 2019-20 Uses Approved by the Board of Supervisors	(74.0)
Plus: Projection of FY 2019-20 Budgetary Fund Balance	123.8
Less: Anticipated Uses of Fund Balance for FY 2020-21	(150.4)
<b>Projected Unassigned Fund Balance as of June 30, 2020</b>	<b>611.5</b>
<i>Projected General Fund Minimum Reserve as of June 30, 2020</i>	<i>707.1</i>
<b>FY 2019-20 Estimated Amount Below Minimum</b>	<b>95.6</b>
<b>FY 2021-22 Estimated Budget Need</b>	<b>135.0</b>

<u>Replenishment Strategy \$231 million over 3 years based on anticipated future</u>	
<u>General Purpose Revenue:</u>	
Fiscal Year 2020-21	25.0
Fiscal Year 2021-22	170.0
Fiscal Year 2022-23	36.0
<b>Total</b>	<b>231.0</b>



THANK YOU





## **COUNTY OF SAN DIEGO**

Leon L. Williams San Diego County Human Relations Commission

### **Agenda Item**

**Date:** July 28, 2020

**10**

**To:** Leon L. Williams San Diego County Human Relations Commission

**Subject:**

#### **STATUS OF APPLICATIONS SEEKING NOMINATIONS TO THE COMMISSION**

##### **Overview**

This is a status update on the Commission nominations. The applications are open and being submitted to the Clerk of the Board. Approximately thirty applications have been submitted to the Clerk of the Board. Today, the Commission received demographic information to assist them in determining areas of opportunity for representation. Staff is working with County Communications to develop information “flyers” that can be sent through various channel, including social media and by Commissioners. Given the need to take time on foundational items on this Agenda, applications for nominations will be considered at a future meeting so that the Commission can consider the information received and have sufficient time for discussion and action.

##### **Originating Department**

Office of Ethics and Compliance

##### **Contact Person(s):**

Claudia Silva

Office of Ethics and Compliance

(619) 531-5174



## **COUNTY OF SAN DIEGO**

Leon L. Williams San Diego County Human Relations Commission

### **Agenda Item**

**Date:** July 28, 2020

**12**

**To:** Leon L. Williams San Diego County Human Relations Commission

**Subject:**  
**PROPOSED 2020 MEETING DATES FOR THE LEON L. WILLIAMS  
SAN DIEGO COUNTY HUMAN RELATIONS COMMISSION**

#### **Overview**

The Leon L. Williams San Diego County Human Relations Commission (Commission) is required to adopt a meeting schedule for each calendar year. As the Commission is new, we are suggesting two meetings in August, and one meeting a month thereafter. We suggest the following dates, from 10:00 AM to 12:00 PM:

Tuesday, August 11<sup>th</sup>, 2020  
Tuesday, September 8<sup>th</sup>, 2020  
Tuesday, November 3<sup>rd</sup>, 2020

Tuesday, August 25<sup>th</sup>, 2020  
Tuesday, October 6<sup>th</sup>, 2020  
Tuesday, December 1<sup>st</sup>, 2020,

#### **Recommendation(s):**

Adopt the meeting schedule as listed on Exhibit A.

#### **Attachment(s):**

Exhibit A

#### **Originating Department**

Office of Ethics and Compliance

#### **Contact Person(s):**

Claudia Silva  
Office of Ethics and Compliance  
(619) 531-5174

## Exhibit A

The Leon L. Williams San Diego County Human Relations Commission meetings will take place on the following dates from 10:00 AM to 12:00 PM:

Tuesday, August 11th, 2020

Tuesday, August 25th, 2020

Tuesday, September 8th, 2020

Tuesday, October 6th, 2020

Tuesday, November 3rd, 2020

Tuesday, December 1st, 2020